

Garnishments Overview

Garnishments are withholding orders and fall under the category of a general deduction in Cardinal. A withholding order is a legal document (writ) requiring the employer (Agency) to comply with certain tasks. Therefore, the agency bears the ultimate responsibility and accountability for compliance.

Garnishments have very specific calculations related to disposable earnings. Examples of garnishments include child support, court-ordered garnishments, federal tax levies, state tax liens, and bankruptcy.

When a garnishment order is received, the Agency must determine the employee status (e.g., active, terminated, leave of absence). If unable to find the employee or the employee has been terminated, respond with the appropriate information.

If the status of the employee is active or leave of absence, a copy of the writ and applicable form must be sent securely to State Payroll Operations (SPO) for setup in Cardinal. After the garnishment is setup by SPO, review the setup to verify accuracy. If changes need to be made, contact SPO to make updates.

Garnishments vary greatly based on the type of garnishment and specific information contained in the order. This Job Aid outlines specific pages and key fields for review.

This Job Aid is only a guide and does not show all possibilities, as garnishments vary. All garnishment reviews should be based on the specific details of the garnishment received.

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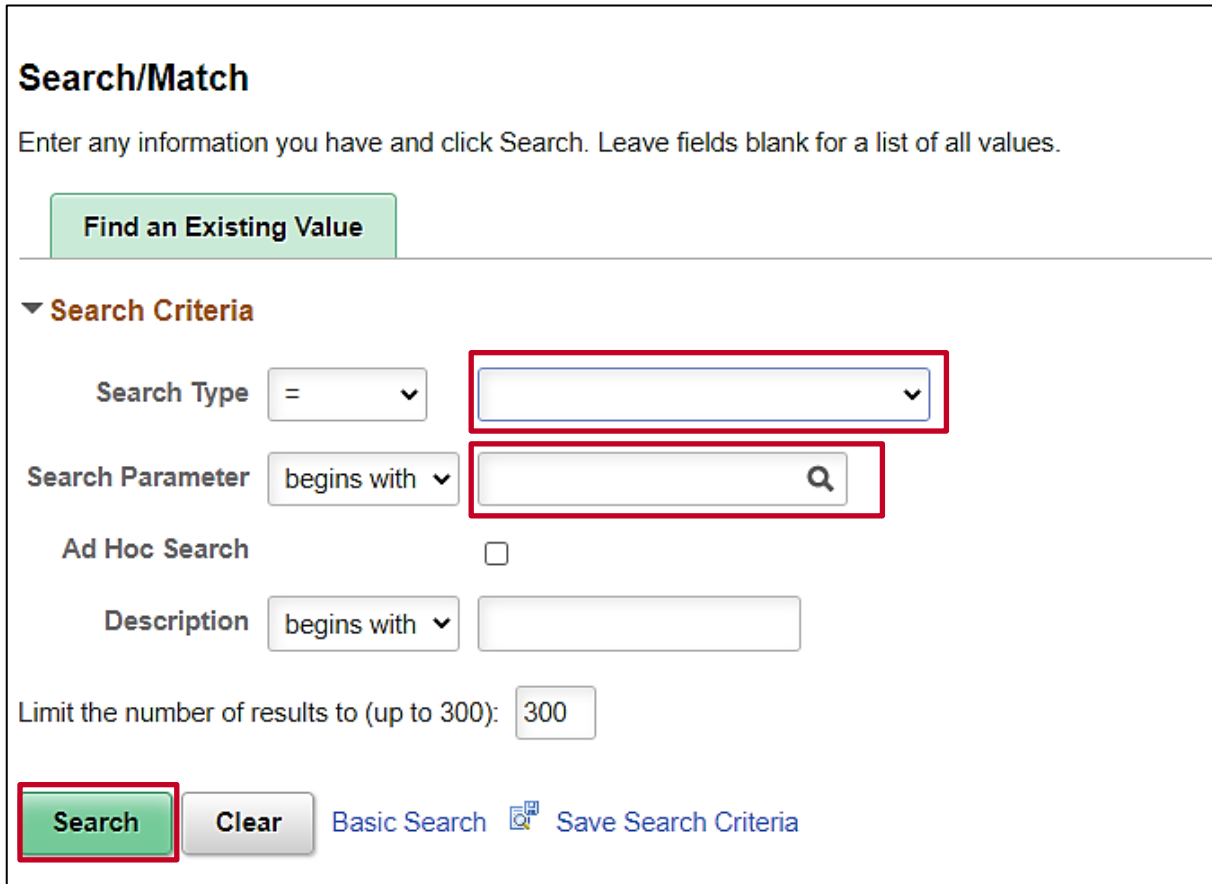
PY381 Reviewing Garnishment Setup in Cardinal**Searching for an Employee**

Start by searching for the employee to determine if the employee is active at your agency. Before beginning, the applicable employee's SSN must be available for immediate reference.

1. Navigate to the **Search for a Person** page using the following path:

Navigator > Workforce Administration > Personal Information > Search for a Person

The **Search/Match** page displays.



2. Select the following:
 - a. **Search Type** – select **Person**
 - b. **Search Parameter** – select **PSRS_HIRE**
3. Click the **Search** button.

Search Criteria

Search Type Person
☐ Ad Hoc Search

Search Parameter PSRS_HIRE
Prepare For Hire

Search Result Rule ?

Search Result Code PSRS_HIRE x Q Prepare For Hire

[User Default](#)

Search

Clear All

Carry ID reset

Search Criteria ?

Search Fields

Value

National Id

Search by Order Number ?

Search Order Description

10 NID Only

Selective Search

- Enter the employee's SSN into the **Value** field.
 - Press the **Tab** key on the keyboard to enable the **Search** button.
 - The SSN is reformatted automatically (i.e. dashes removed if entered). Click the **Search** button.
- The **Search Results** page displays.

Search Results

Search Type Person
☐ Ad Hoc Search

Search Parameter PSRS_HIRE
Prepare For Hire

Result Code PSRS_HIRE
Prepare For Hire

Search Results Summary

Number of ID's Found 1

Search Order Number 10 NID Only

[Return to Search Criteria](#)

Search Results

1-1 of 1

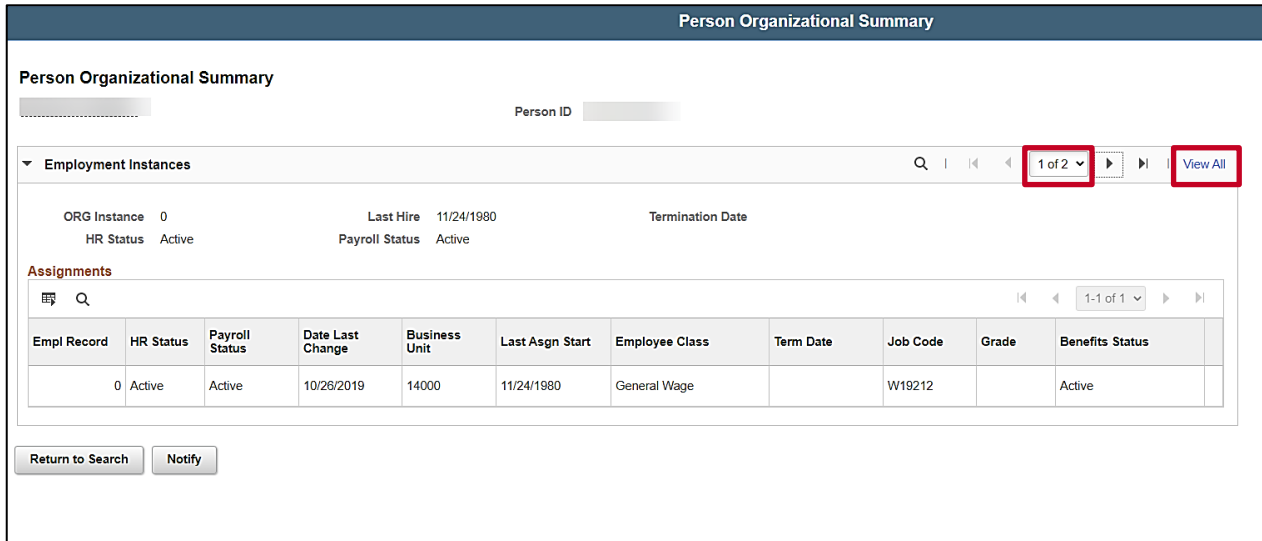
View All

		Empl ID	Last Name	First Name	Middle Name		
1	Carry ID					Person Organizational Summary	<div>+</div> <div>-</div>

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- Click the **Person Organizational Summary** link.

The **Person Organizational Summary** page displays in a new internet tab.



Person Organizational Summary

Person ID [redacted]

Employment Instances 1 of 2 [View All](#)

ORG Instance 0 Last Hire 11/24/1980 Termination Date
 HR Status Active Payroll Status Active

Assignments 1-1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Active	Active	10/26/2019	14000	11/24/1980	General Wage		W19212		Active

[Return to Search](#) [Notify](#)

- Check the **Business Unit** and status to determine if the employee is active at your agency.

Note: If you see more than **1 of 1**, click the **View All** link to see all the rows as the employee may have more than one record to confirm whether your agency is listed.

- Write down the Employee ID if applicable if the employee is active.

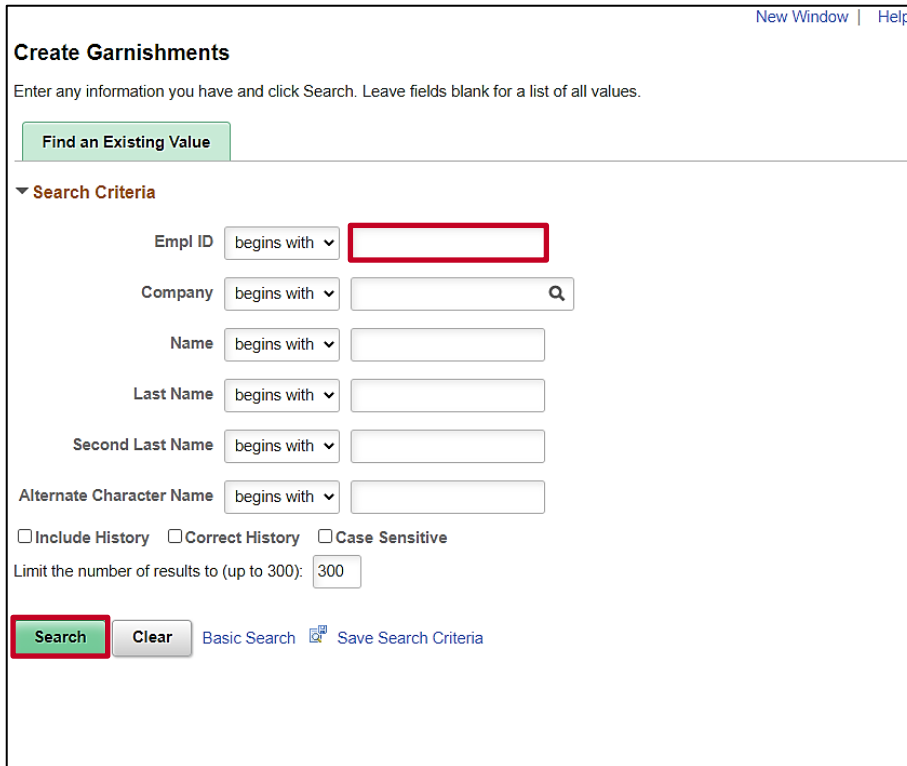
If the employee is not active, respond to the order accordingly.

PY381 Reviewing Garnishment Setup in Cardinal**Garnishment Pages**

Review the information SPO has entered on the **Create Garnishments** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

The **Create Garnishments** search page displays.

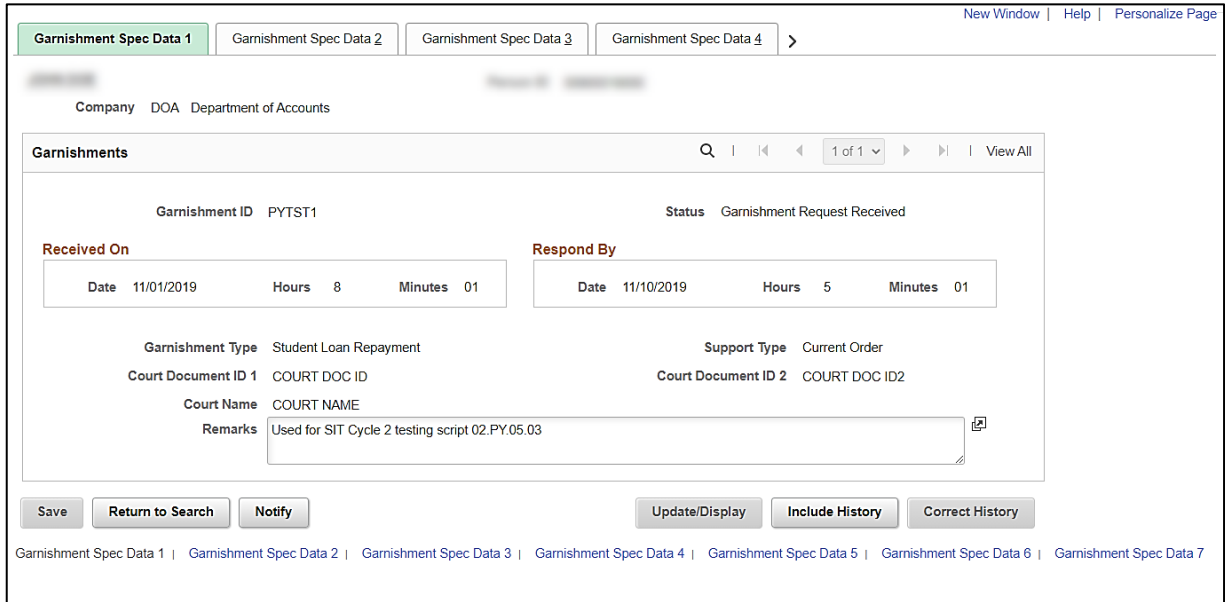


1. Enter the applicable employee's Employee ID in the **Empl ID** field.
2. Click the **Search** button.

Note: You can also search by the employee's name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

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Garnishment Spec Data 1

The **Create Garnishments** page displays with the **Garnishment Spec Data 1** tab displayed by default.



Note: This page contains the Garnishment Order information for all types of garnishments. For this scenario, a Student Loan Repayment order was received.

The table below provides a brief description for each key field within the **Garnishment Spec Data 1** tab.

Field Name	Description
Garnishment ID	Each set of garnishment specifications must have a unique garnishment ID, reflecting the sequential order of each individual garnishment received for an employee (e.g., Garnishment ID 000001 is the first garnishment for an employee, 000002 is the second garnishment for that same employee, etc.).
Status	<p>There are eight garnishment status options.</p> <ul style="list-style-type: none"> • Garnishment Deduct Completed – Garnishment is paid in full • Garnishment Deduct Suspended – Garnishment is suspended, but the garnishment spec table is preserved • Garnishment Request Approved – Agency has informed the court, authorized agency, or government agency that the Agency will comply with the garnishment or levy <ul style="list-style-type: none"> ○ This status is not used since the garnishment is already approved when SPO receives it for entry • Garnishment Request Cancelled – Garnishment order is cancelled by the issuing agency • Garnishment Received – Indicates a new garnishment record • Garnishment Rejected – Agency cannot comply with the garnishment or levy (e.g., employee is terminated) <ul style="list-style-type: none"> ○ This status is not used since the garnishment is rejected at the Agency level

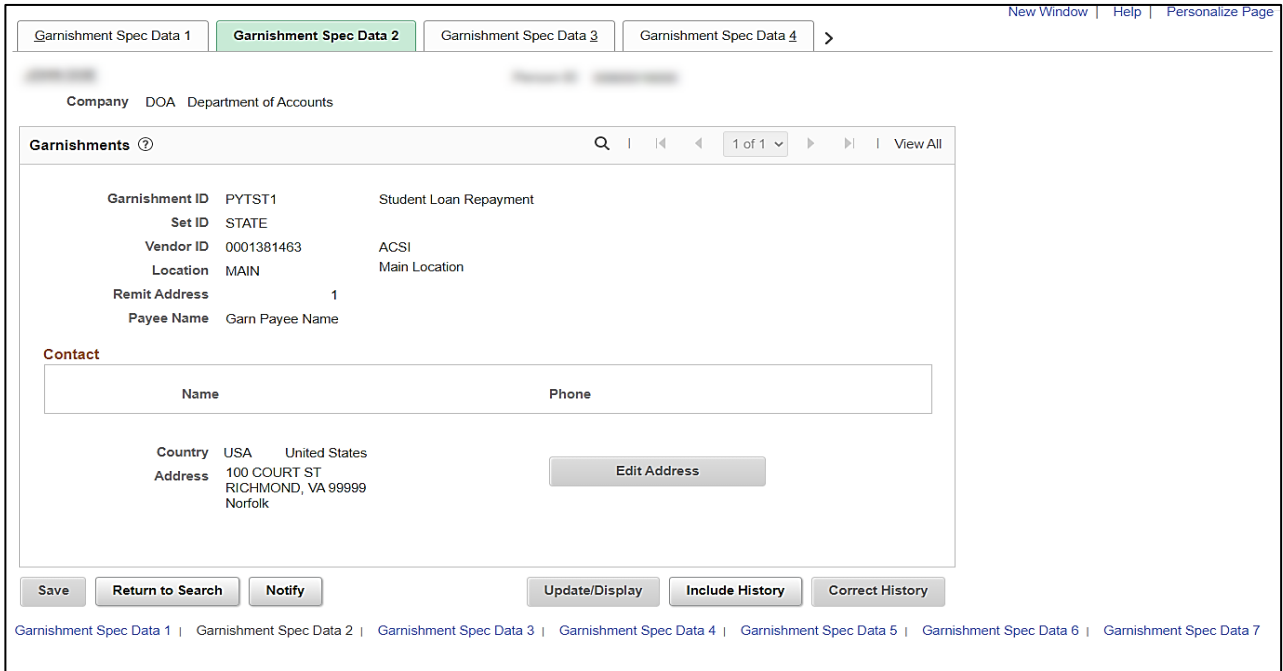
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	<ul style="list-style-type: none"> • Garnishment Request Released – Garnishment is released by issuing agency (e.g., IRS) • Garnishment Request Terminated – Garnishment order is terminated by the issuing agency (e.g., IRS)
Received On	The date and time the writ of garnishment or tax levy was received from the court, authorized agency, or government agency
Received By	The date and time by which a response is required to the court, authorized agency, or government agency
Garnishment Type	<p>The following are the possible garnishment types:</p> <ul style="list-style-type: none"> • Chapter 13 Bankruptcy – Payments arranged by the courts to have payment withheld • Child Support – Court ordered payments to support minor children. • Dependent Support – Notice of lien on request of support for dependent minor children • Social Security (AWG) – Orders to withhold a percentage of disposable pay each payday from an employee who owes debt to Social Security • Spousal Support – Orders from family court for support through divorce • Student Loan Repayment – Delinquent student loans payment. • Tax Levy – Failure to pay taxes • Wage Assignment – Voluntary agreement between the employee and creditor where an amount is withheld from the employee's paycheck to satisfy debt owed to the creditor • Writ of Garnishment – Court ordered seizure or attachment of property
Support Type	<p>This field indicates the state of the garnishment and only applies to child support, dependent support, and spousal support garnishment types. For these garnishment types, it will be one of two options:</p> <ul style="list-style-type: none"> • Current Order • Arrears Order
Court Document ID 1 and 2	Displays codes to identify the garnishment documents from the court or reports that are sent back to the court or government agency. For example, garnishment documents may carry a file or case number; a tax levy usually uses a date and the employee's social security number or social insurance number.
Court Name	Contains the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment
Remarks	Contains additional notes about the special handling or other important details about the garnishment

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Garnishment Spec Data 2

The **Garnishment Spec Data 2** tab contains the payee and address information except for Child Support; Child Support payments are processed via EFT for the Virginia Division of Child Support Enforcement (DCSE).



Company DOA Department of Accounts

Garnishments ?

Garnishment ID PYTST1 Student Loan Repayment
Set ID STATE
Vendor ID 0001381463 ACSI
Location MAIN Main Location
Remit Address 1
Payee Name Garn Payee Name

Contact

Name Phone

Country USA United States
Address 100 COURT ST
RICHMOND, VA 99999
Norfolk

Edit Address

Save Return to Search Notify Update/Display Include History Correct History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

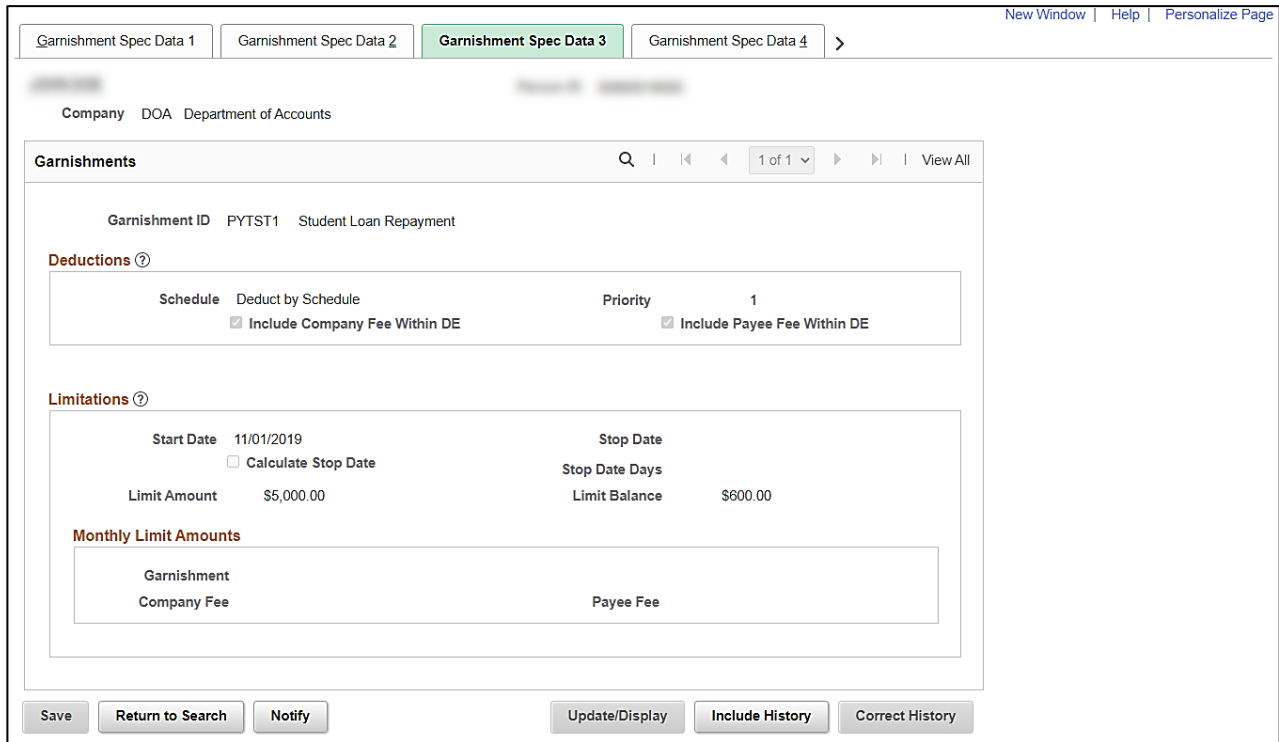
The following table provides a brief description for the key fields in the **Garnishment Spec Data 2** tab.

Field	Description
Set ID	Should always be STATE if a Vendor ID is entered.
Vendor ID	The appropriate Vendor ID and name of the payee of the garnishment. If the garnishment is an EFT payment (i.e., Child Support), it will be blank.
Location	Specific location of the garnishment.
Remit Address	Address sequence number that represents the garnishment remittance address.
Payee Name	Payee name on the garnishment, if applicable.
Name	The contact name listed on the garnishment order, if applicable.
Phone	The contact phone number listed on the garnishment order, if applicable.
Country	Defaults to USA.
Address	Where the payment will be sent. This populates based on the information in the Vendor's Remit Address.
Email Address	This button is greyed out and not used in Cardinal.

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Garnishment Spec Data 3

The **Garnishment Spec Data 3** tab contains the deduction schedule for all garnishments, except those for child support and limit information.



The screenshot shows the 'Garnishment Spec Data 3' tab selected. The main content area displays a search bar and a list of garnishments. The selected garnishment is 'PYTST1 Student Loan Repayment'. The detailed view for this garnishment includes the following sections:

- Deductions:**
 - Schedule:** Deduct by Schedule (selected), Priority 1.
 - ☒ Include Company Fee Within DE
 - ☒ Include Payee Fee Within DE
- Limitations:**
 - Start Date:** 11/01/2019, ☐ Calculate Stop Date
 - Stop Date:** Stop Date Days, Limit Balance \$600.00
 - Limit Amount:** \$5,000.00
- Monthly Limit Amounts:**
 - Garnishment: Company Fee
 - Payee Fee

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

The following table provides a brief description for the key fields in the **Garnishment Spec Data 3** tab.

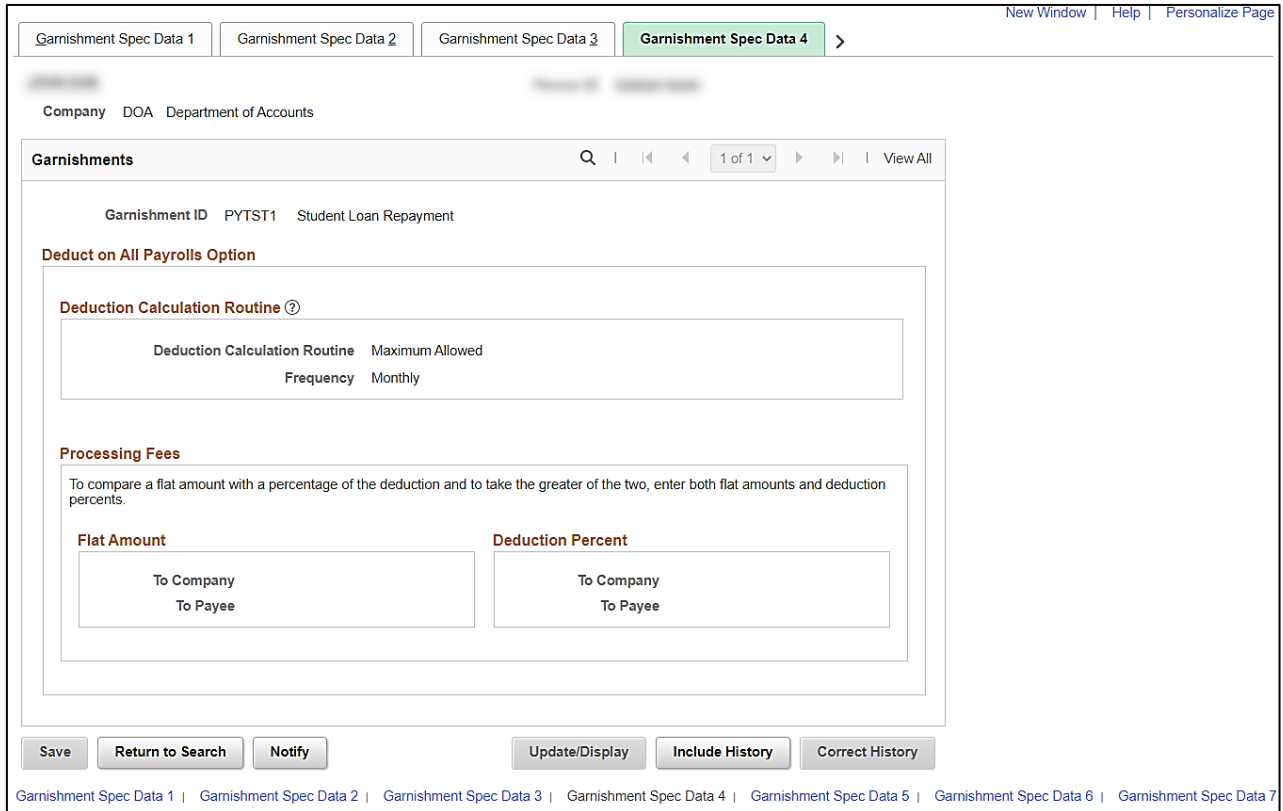
Field	Description
Schedule	<p>Determines how the garnishment is deducted from the payee:</p> <ul style="list-style-type: none"> • Deduct on All Payrolls – This option is selected if the deduction is taken on all payrolls. If this option is selected, review the Garnishment Spec Data 4 page. • Deduct by Schedule – This option is selected if the deduction is taken on a specific schedule rather than on all payrolls. If this option is selected, review the Garnishment Spec Data 5 page.
Priority	<p>Processing priority of the garnishment in relation to other garnishments for the employee. If this field is left blank, or the same priority number has been assigned to multiple garnishments, Cardinal prioritizes by Garnishment ID, prioritizing the lowest number first. For example, 100 is a higher priority than 200.</p> <p>Deduction Priorities are as follows:</p> <p>1 = Child Support or Fed Tax Levy (whichever is received first)</p> <p>2 = US Department of Education (Federal Student Loans)</p> <p>3 = State Tax Levy</p>

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	4 = Local Tax Levy 5 = Creditor Garnishment (includes non-federal student loans)
Include Company Fee Within DE	Not used in Cardinal and should be unchecked. A separate fee deduction is used.
Include Payee Fee Within DE	<p>The box is checked by default if the fee is included in the calculation for disposable earnings. The box is unchecked if the fee is excluded from the calculation for disposable earnings.</p> <p>Note: If the garnishment includes a fee to the payee, the amount is shown on the Garnishment Spec Data 4 or Garnishment Spec Data 5 pages, depending on the deduction schedule.</p>
Start Date	Start date of the garnishment deduction. If this field is blank, the garnishment starts immediately.
Stop Date	End date of the garnishment deduction. If this field is left blank, the garnishment deduction will continue until satisfied.
Calculate Stop Date	If this checkbox is selected, Cardinal calculated a stop date.
Limit Amount	Maximum total amount for the garnishment deduction. This field is blank if no limit is set.
Limit Balance	Amount of garnishment paid to date.
Monthly Limit Amounts	<p>Monthly limits imposed by the court, if applicable:</p> <ul style="list-style-type: none"> • Garnishment – Monthly limit amount if applicable for the garnishment. • Company Fee – This field is blank by default. • Payee Fee – Monthly limit amount for the payee, if applicable.

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Garnishment Spec Data 4

The **Garnishment Spec Data 4** tab is used when **Deduct on All Payrolls** is selected in the **Schedule** field on the **Garnishment Spec Data 3** tab. This tab defines deduction defaults and processing fee defaults.



The following table provides a brief description for the key fields in the **Garnishment Spec Data 4** tab.

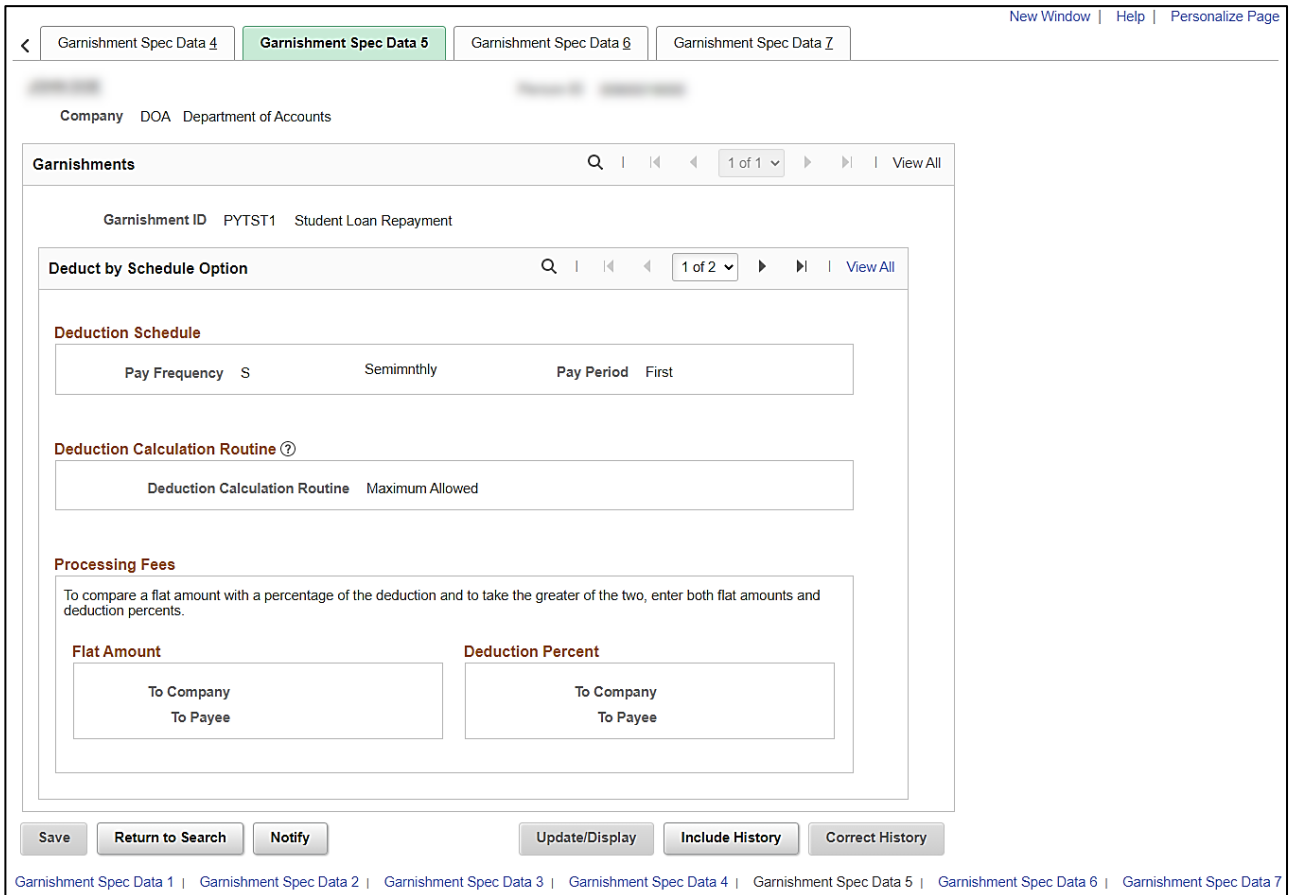
Field	Description
Deduction Calculation Routine	<p>The following are the possible deduction calculation routines:</p> <ul style="list-style-type: none"> • % DE + Amount – percent of disposable earnings (+) flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear. • % Gross + Amount – percent of gross earnings subject to garnishment (+) flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear. • Greater of %DE or Amount – the greater of either percent of disposable earnings subject to garnishment OR flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear. • Greater of %Gross or Amount – the greater of either a percent of gross earnings subject to garnishment OR flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear.

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	<ul style="list-style-type: none">• Maximum allowed – disposable earnings (-) exemptions.
Frequency	Displays the deduction frequency when a flat amount was specified. The system uses this frequency to adjust the flat amount to the employee's pay frequency to calculate the deduction amount per pay period.
Processing Fees: To Company	Not used in Cardinal.
Processing Fees: To Payee	Displays the amount to payee (either a flat amount or a percentage).

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Garnishment Spec Data 5

The **Garnishment Spec Data 5** tab is used when “**Deduct by Schedule**” is selected in the **Schedule** field on the **Garnishment Spec Data 3** tab. This tab defines deduction and processing fee defaults.



The screenshot displays the 'Garnishment Spec Data 5' tab in the Cardinal system. At the top, there are tabs for 'Garnishment Spec Data 4', 'Garnishment Spec Data 5' (selected), 'Garnishment Spec Data 6', and 'Garnishment Spec Data 7'. Below the tabs, the 'Company' is set to 'DOA Department of Accounts'. The main section is titled 'Garnishments' and shows a search bar and a list of results. The first result is 'PYTST1 Student Loan Repayment'. Below this, there is a 'Deduct by Schedule Option' section with a search bar and a list of results. The first result is 'Deduction Schedule'. This section contains three sub-sections: 'Deduction Schedule', 'Deduction Calculation Routine', and 'Processing Fees'. The 'Deduction Schedule' section has fields for 'Pay Frequency' (S) and 'Pay Period' (First). The 'Deduction Calculation Routine' section has a field for 'Deduction Calculation Routine' (Maximum Allowed). The 'Processing Fees' section has two sub-sections: 'Flat Amount' and 'Deduction Percent', each with fields for 'To Company' and 'To Payee'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

The following table provides a brief description for the key fields in the **Garnishment Spec Data 5** tab.

	Description
Pay Frequency	Frequency the employee is being paid. Available options are: <ul style="list-style-type: none"> • A – Annual • B – Biweekly • M – Monthly • Pay18 – for employees receiving 18 pays in an annual period • Pay20 – for employees receiving 20 pays in an annual period • Pay22 – for employees receiving 22 pays in an annual period • S – Semimonthly • W – Weekly
Pay Period	Pay period from which the garnishment will be deducted, with a row set up for each pay period.

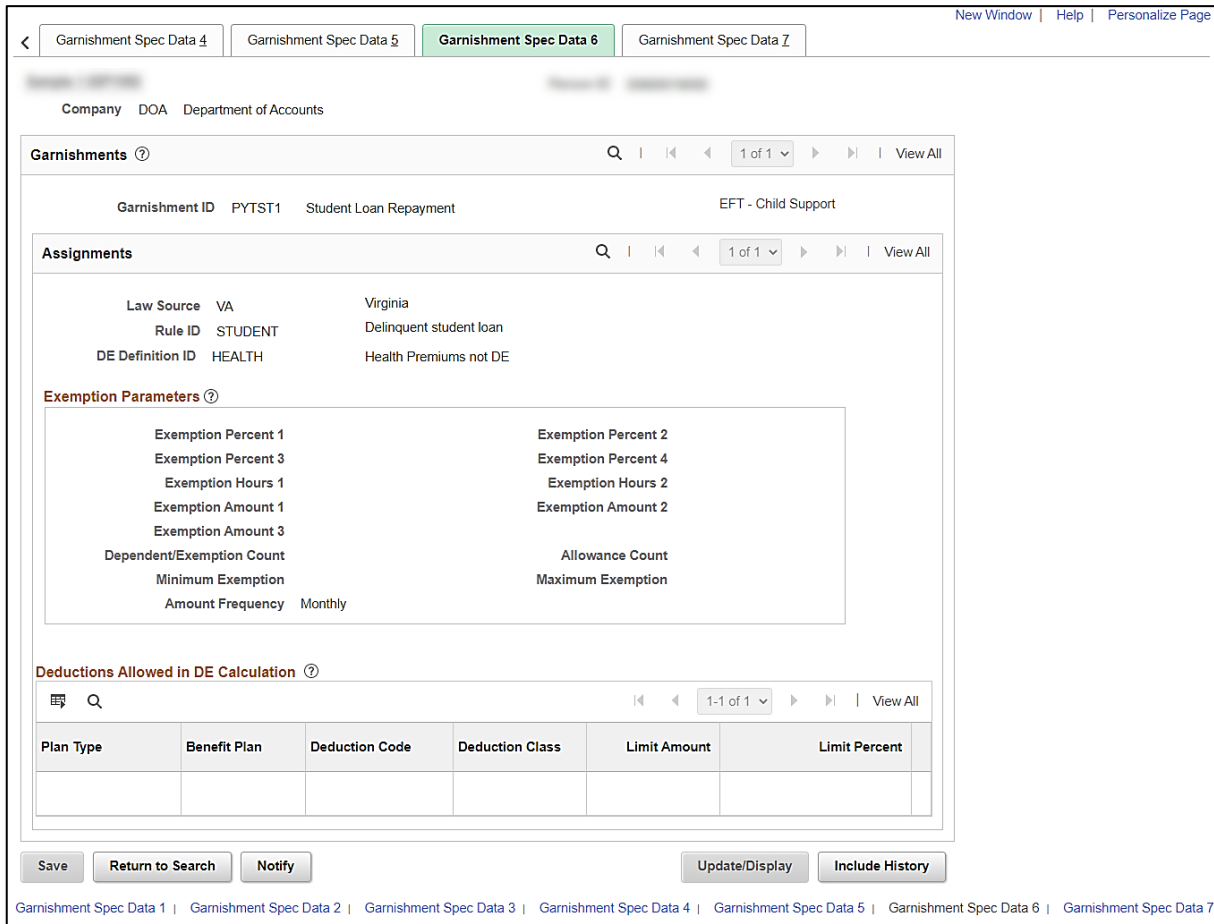
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Deduction Calculation Routine	<p>The following are the possible deduction calculation routines:</p> <ul style="list-style-type: none"> • % DE + Amount – percent of disposable earnings + flat amount • % Gross + Amount – percent of gross earnings subject to garnishment (+) flat amount • Greater of %DE or Amount – the greater of either a percent of disposable earnings subject to garnishment OR the flat amount • Greater %Gross or Amount – the greater of either a percent of gross earnings subject to garnishment OR flat amount • Maximum allowed - disposable earnings (–) exemptions
Processing Fees: To Company	Not used in Cardinal
Processing Fees: To Payee	Displays the amount to the payee (either a flat amount or a percentage)

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Garnishment Spec Data 6

The **Garnishment Spec Data 6** tab displays the specified garnishment rule and any employee-level exemptions and deduction overrides.



The following table provides a brief description for the key fields in the **Garnishment Spec Data 6** tab.

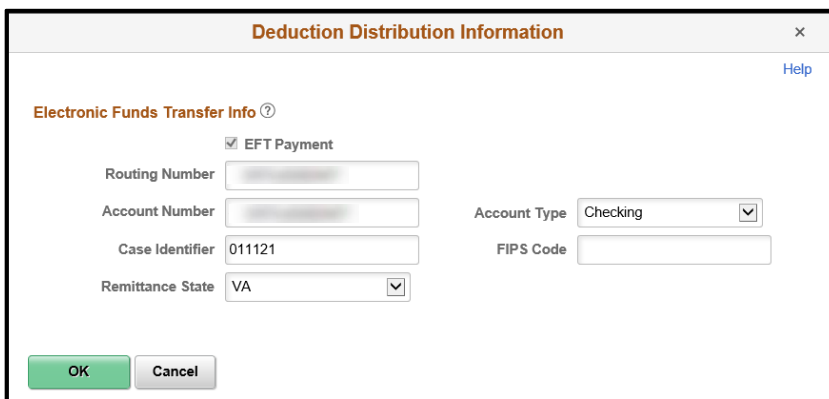
Field	Description
Law Source	The jurisdictional entity (garnish law source) that provided the garnishment order. The options include one federal source, one for each state and Washington, DC, and one for each U.S. territory.
Rule ID	The unique Rule ID for the applied garnishment rule based on Law Source.
Exemption Parameters	Parameters set that override the exemption rules.
Deductions Allowed in DE Calculation	<p>This section shows the deductions that are allowed in the disposable earnings calculation for the garnishment.</p> <p>Note: For U.S. tax levies, Cardinal populates this section when the first payroll that includes the tax levy deduction is run. This identifies the deductions that were in place before the tax levy was received and included in the calculation of the disposable earnings for the levy.</p>

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	Deductions established for the employee after the levy was received are not included in the disposable earnings calculation and are deducted from the net pay remaining after the deduction of the tax levy. For other garnishments, additional deductions may appear for this garnishment to modify the disposable earnings definition used by the calculation rule.
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EFT – Child Support Link – This link opens the **Deduction Distribution Information** page where the information has been entered to process a child support garnishment as an electronic file transfer (EFT). This is only used for Virginia Child Support Orders and is populated when the Law Source is VA. Any support collection for non-VA states produces a check for subsequent distribution.

Below is an example of the **Deduction Distribution Information** pop up window.



Note: The **Deduction Distribution Information** page provides payment information.

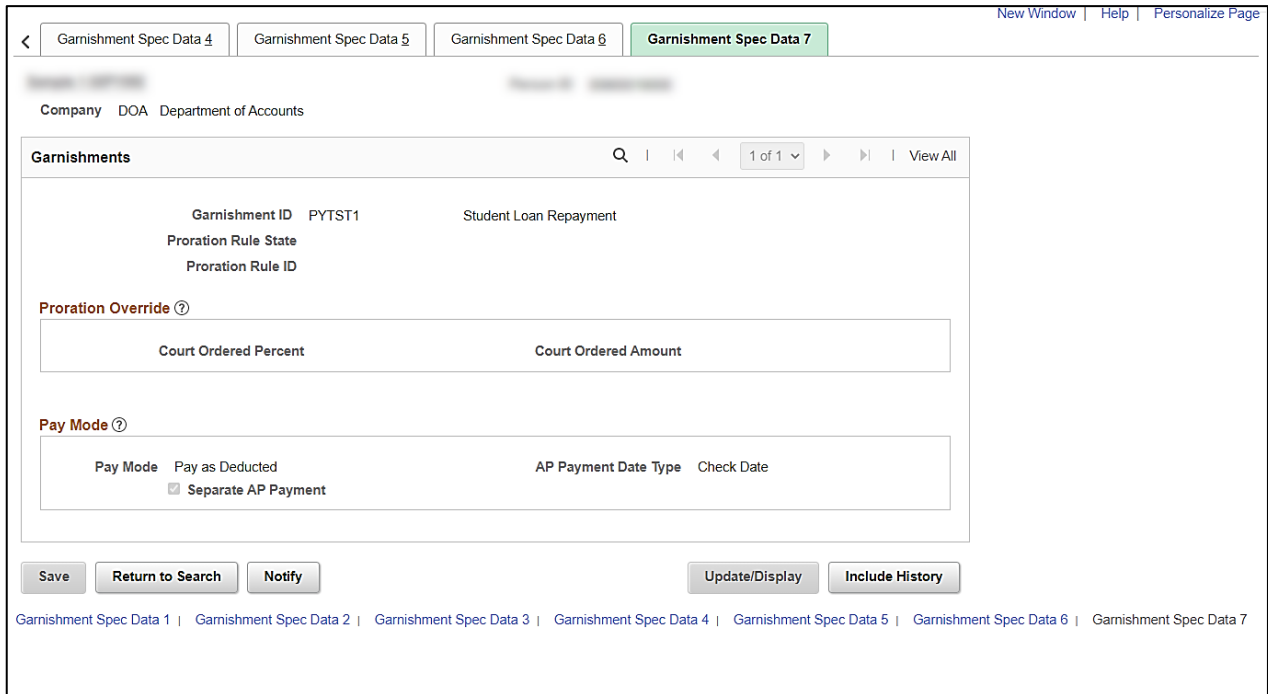
The following table provides a brief description for the key fields in the **Deduction Distribution Information** page.

Field	Description
EFT Payment	Check box should be checked.
Routing Number	Bank routing number. This will be blank unless it is a Virginal Child Support order.
Account Number	Bank account number This will be blank unless it is a Virginal Child Support order.
Account Type	Type of account used (e.g., Checking, Savings). This will be Checking for Virginia Child Support order.
Case Identifier	The case number provided by the court.
FIPS Code	The state or county code for the disbursement unit receiving the transfer.
Remittance State	The state disbursement unit that receives the distribution and sends the payment to the recipient. This will be blank unless it is a Virginal Child Support order, which would then be VA.

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Garnishment Spec Data 7

The **Garnishment Spec Data 7** tab is used to enter court-ordered amount or percent by which the employee's garnishment is prorated.



Company DOA Department of Accounts

Garnishments 1 of 1 View All

Garnishment ID PYTST1 Student Loan Repayment

Proration Rule State

Proration Rule ID

Proration Override

Court Ordered Percent Court Ordered Amount

Pay Mode

Pay Mode Pay as Deducted AP Payment Date Type Check Date

☒ Separate AP Payment

Save Return to Search Notify Update/Display Include History

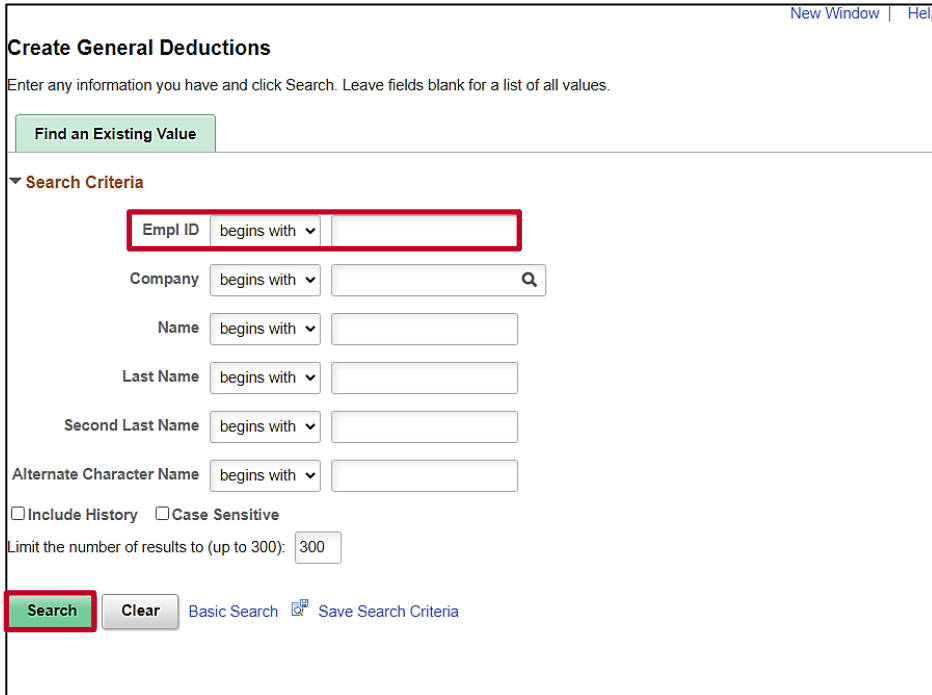
Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Field	Description
Proration Rule State	The two-digit code for the state or territory that provided the prorate order.
Proration Rule ID	Identifies the proration rule of the state/territory that provided the prorate order.
Court Ordered Percent	The percent of the override the employee will be paid provided in the court order.
Court Ordered Amount	The flat amount of the override the employee will be paid provided in the court order.
Pay Mode	Not used in Cardinal.
AP Payment Date Type	Not used in Cardinal.

Reviewing General Deductions

SPO enters the applicable Garnishment Code on the **Create General Deductions** page to enable the garnishment deductions after the garnishment is setup. The Payroll Administrator **should not** edit the garnishment deduction information on this page, but can review using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions



Create General Deductions [New Window](#) [Help](#)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

Search [Basic Search](#) [Save Search Criteria](#)

1. Search employee by entering the Employee ID in the **Empl ID** field.
2. Click the **Search** button.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

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The **Create General Deductions** page displays for the applicable employee.

[New Window](#) | [Help](#) | [Personalize Page](#)

Create General Deductions

Company DOA Department of Accounts

General Deduction

| < | > | 1 of 1 | View All

Deduction Code GARN
Garnishment

Deduction Details

| < | > | 1 of 1 | View All

Effective Date 09/19/2019

Calculation Routine Default to Deduction Table

Deduction End Date

Loan Interest %

Goal Amount

☒ Take on all Paygroups

☐ Ded stopped by Self Serv User

Deduction Rate or %

Flat/Addl Amount

Current Goal Balance

This data was last updated by Online User Data last updated on 02/12/2021

3. Review and verify the following fields:

Field	Description
Deduction code	<p>The following values may display:</p> <ul style="list-style-type: none"> GARN - This deduction is required for anyone that has a garnishment. Note: The general deduction code GARN only needs to be added to the employee payroll record once, in the same company. If the employee receives a second garnishment, within the same company, a second GARN general deduction is not required. If the employee works in multiple companies, and garnishment orders are received from different companies, the GARN fee is added to each company. The distribution of the deduction may be reviewed on the employee's View Paycheck page. GRNFE2 – This deduction will appear if a fee is required by the company for the garnishment, other than Child Support. GRNFEE - This deduction will appear if a fee is required by the company for the Child Support garnishment. <p>If the Deduction Code is not populated, work with SPO to update.</p>
Effective Date	<p>Normally this date is the beginning date of the pay period for when the garnishment should start. The amount will not be prorated if the effective date is within the pay period.</p>

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Take on all Paygroups	If checked, the deduction will process for all jobs the employee has when payroll is processed. If unchecked, the deduction will only process on the primary job.
Deduction End Date	If a deduction was entered and set up with an End Date , the deduction will stop on the specified end date.
Deduction Rate or %	The rate or percentage entered for the fee.
Loan Interest %	The percentage entered.
Flat/Addl Amount	The amount of the deduction entered.
Goal Amount	If a deduction was entered and set up with a Goal Amount , it will stop once the Goal Amount has been reached.
Current Goal Balance	This field will not display data for garnishments. The related information will display on the applicable Garnishment Spec Data pages.

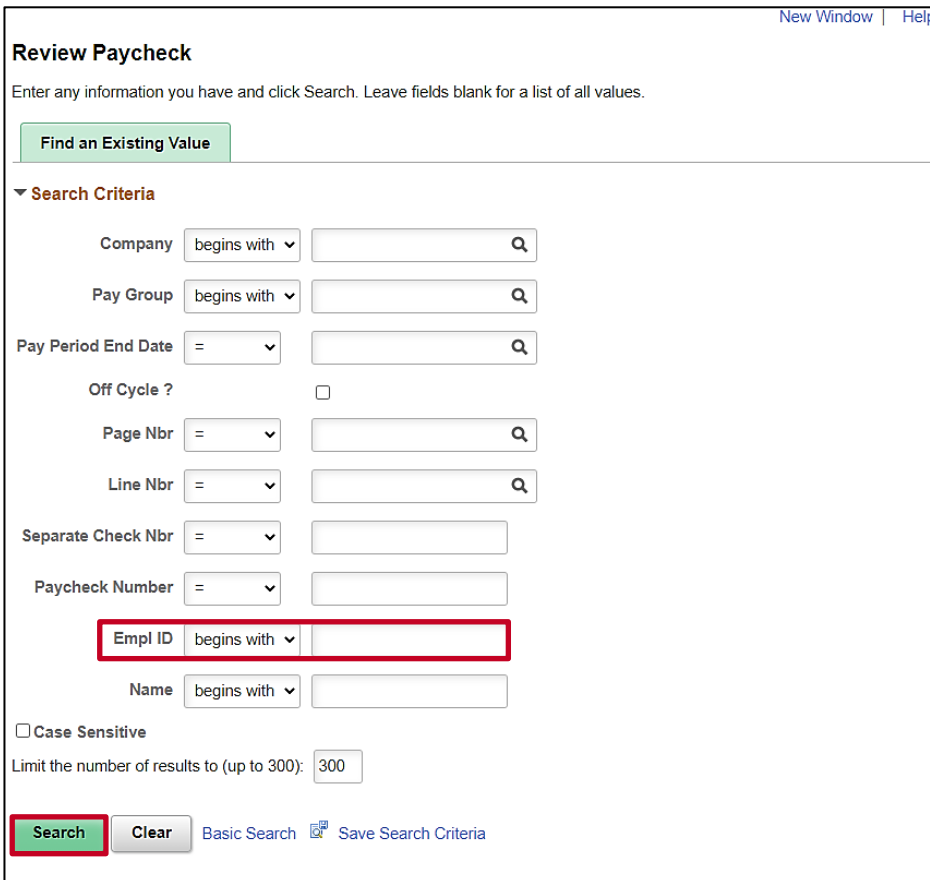
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Paycheck View

When an employee is subject to garnishment, review the **Review Paycheck** page to verify the garnishment will be deducted.

1. To review an employee's paycheck for garnishment, navigate to the **Review Paycheck** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck



3. Enter the applicable employee's Employee ID in the **Empl ID** field.
4. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



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The **Review Paycheck** displays with the applicable employee's paycheck information.

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID [REDACTED] Name [REDACTED]
Company DOA Pay Group SM1 Pay Period End 11/24/2019 Page 17 Line 5 Separate Check

Paycheck Information

Paycheck Status	Confirmed	Paycheck Option	Check
Issue Date	11/29/2019	Paycheck Number	70022419
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input type="checkbox"/> Cashed			

Paycheck Totals

Earnings	20,000.00
Taxes	8,569.47
Deductions	1,001.00
Net Pay	10,429.53

Earnings

Begin Date 11/24/2019 End Date 11/24/2019 Add'l Line Nbr Reason Not Specified
Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours	0.00
Rate	230.769231
Earnings	0.00
Rate Code	

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

2. Click the **Paycheck Deductions** tab.

The **Paycheck Deductions** tab displays.

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID [REDACTED] Name [REDACTED]
Company DOA Pay Group SM1 Pay Period End 11/24/2019 Page 17 Line 5 Separate Check

Paycheck Information

Paycheck Status	Confirmed	Paycheck Option	Check
Issue Date	11/29/2019	Paycheck Number	70022419
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input type="checkbox"/> Cashed			

Paycheck Totals

Earnings	20,000.00
Taxes	8,569.47
Deductions	1,001.00
Net Pay	10,429.53

Deductions

Deduction Details 1 | Deduction Details 2 | Deduction Details 3 | View All

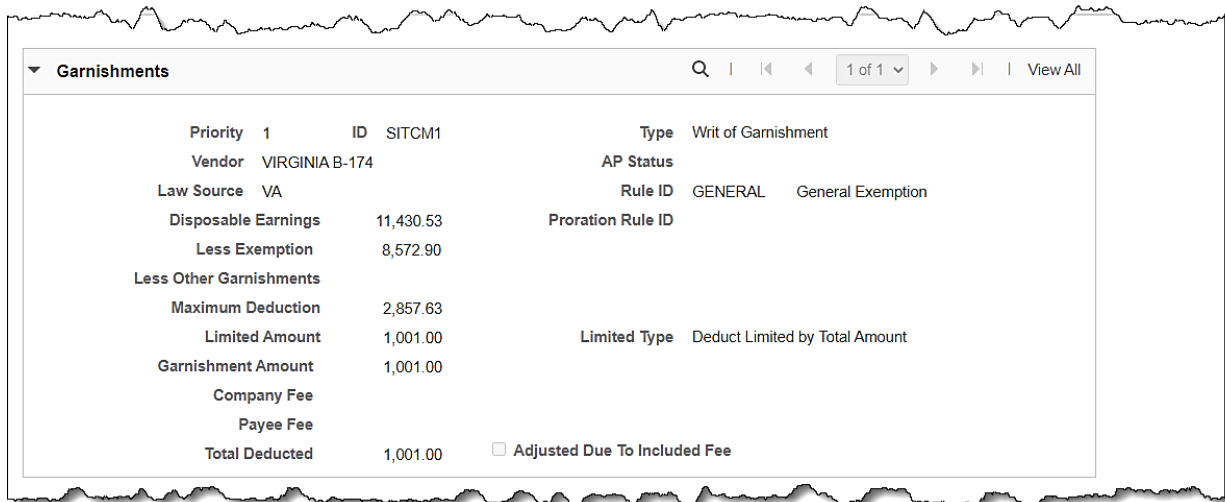
Deduction Code	Description	Class	Amount	Calculated Base
GARN	Garnishment	After-Tax	1,001.00	

Garnishments

3. Click the **Expand Garnishments** button (>) to view additional details about the employee's garnishments.

PY381 Reviewing Garnishment Setup in Cardinal

The expanded **Garnishments** section displays.



The screenshot shows the 'Garnishments' section in the Cardinal system. It displays a detailed view of a specific garnishment with the following information:

- Priority:** 1
- ID:** SITCM1
- Type:** Writ of Garnishment
- Vendor:** VIRGINIA B-174
- AP Status:** (blank)
- Law Source:** VA
- Rule ID:** GENERAL
- General Exemption:** (blank)
- Disposable Earnings:** 11,430.53
- Proration Rule ID:** (blank)
- Less Exemption:** 8,572.90
- Less Other Garnishments:** (blank)
- Maximum Deduction:** 2,857.63
- Limited Amount:** 1,001.00
- Limited Type:** Deduct Limited by Total Amount
- Garnishment Amount:** 1,001.00
- Company Fee:** (blank)
- Payee Fee:** (blank)
- Total Deducted:** 1,001.00
- Adjusted Due To Included Fee:** ☐ (unchecked)

The following table provides a brief description of key fields within the **Garnishments** section.

Field	Description
Disposable Earnings	This ID links the garnishment disposable earnings definition to the applicable Garnishment Rules table.
Less Exemption	Parameters set that override the exemption rules on the Garnishment Spec Data 6 page.
Less Other Garnishments	Other garnishments that the employee may have.
Maximum Deduction	Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction: Deduct Not Limited: Indicates that no further limitations were placed on the garnishment. Deduct Limited by Calculation: Indicates that the deduction was limited by one of the deduction calculations amounts or percentages from the Garnishment Spec Data 4 or 5 pages. Deduct Limited by Total Amount and Deduct Limited by Monthly Amount: Indicate that the system used the limitations from the Garnishment Spec Data 3 page. Deduction Limited by Proration: Indicates that the deduction was limited by the proration rule displayed in the Prorate Rule ID field.
Limited Amount	Maximum total amount for the garnishment deduction.

PY381 Reviewing Garnishment Setup in Cardinal

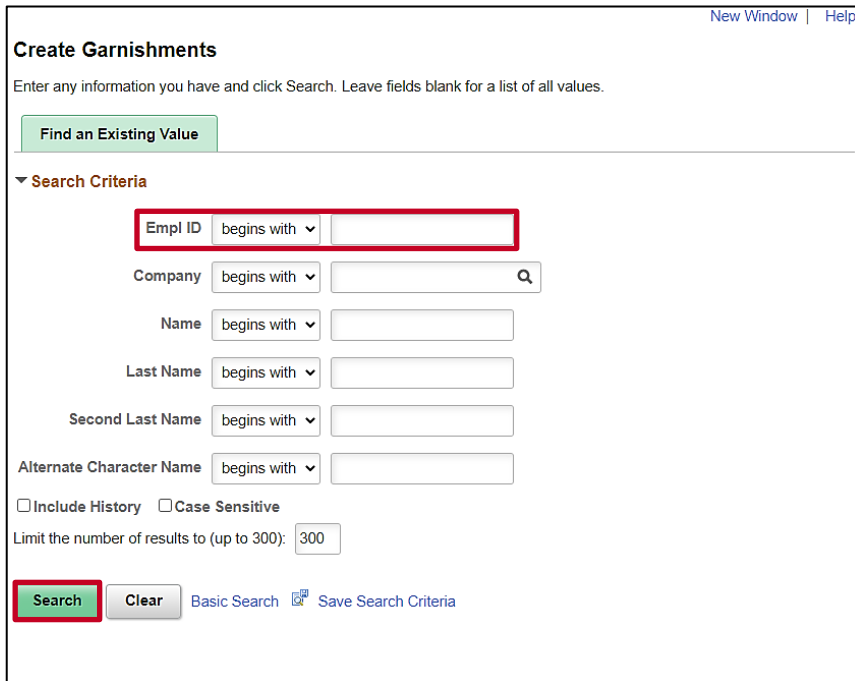
Garnishment Amount	Monthly limit amount if applicable for the garnishment.
Company Fee	Not used in Cardinal.
Payee Fee	Monthly limit amount for the payee, if applicable.
Total Deducted	Amount deducted from the payee's paycheck.
Type	Garnishment Type listed on the Garnishment Spec Data 1 page.
Rule ID	Based on order that rules apply
Limited Type	
Adjusted Due to Include Fee (checkbox)	<p>If the system adjusted the calculation for fees included in disposable earnings, this check box is selected. There are two ways the system takes fees:</p> <ul style="list-style-type: none"> • In disposable earnings • On top of disposable earnings <p>SPO will specify whether to include the company and payee fees in disposable earnings on the Garnishment Spec Data 3 page.</p> <p>Note: If the sum of the calculated garnishment amount and the fee is greater than the maximum allowed (disposable earnings minus exemptions), the system makes an adjustment.</p> <p>If the fees are taken on top of the disposable earnings, then the fees that the system takes have no impact on the garnishment amount. For example, if the system determines that you can take a garnishment of \$177.00, and you have fees that are not included in the disposable earnings, then the garnishment amount remains \$177.00</p> <p>However, if the order specifies that you take \$5.00 for the company fee, but that fee must be included in disposable earnings, then the system adjusts the amount to be garnished and selects the Adjusted Due To Included Fee check box.</p> <p>If the system has adjusted the garnishment amount based on a percentage of the deduction, the Adjusted Due To Included Fee check box is selected, and the garnishment amount differs from the maximum deduction amount by the amount of the adjustment.</p>

Sample Garnishment Screenshots

This section contains sample screenshots of various types of garnishments. These are samples only because garnishment orders can vary greatly. It is extremely important to verify all information from the specific garnishment.

Sample Chapter 13 Bankruptcy

The **Create Garnishments** search page displays.



1. Enter the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

2. Click the **Search** button.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** search page refreshes.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Company begins with [Q](#)

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

Search Results

[View All](#)

Empl ID	Name	First Name	Last Name
[Link]	[Link]	[Link]	[Link]
[Link]	[Link]	[Link]	[Link]

- Select the appropriate **Empl ID** link within the **Search Results** section if there are multiple garnishments for the Employee ID.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** page displays for the applicable employee.

Note: If the incorrect **Empl ID** link was selected in error, click the **Return to Search** button to return to the **Create Garnishments** search page.

[Garnishment Spec Data 1](#)
[Garnishment Spec Data 2](#)
[Garnishment Spec Data 3](#)
[Garnishment Spec Data 4](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Employee ID Person ID
Company DGS Department of General Services

Garnishments

Garnishment ID 1

Status Garnishment Deduct Completed

Received On

Date 11/01/2019 Hours 12 Minutes 15

Respond By

Date 11/15/2019 Hours 9 Minutes 15

Garnishment Type Chapter 13 Bankruptcy

Support Type Current Order

Court Document ID 1 456824

Court Document ID 2

Court Name Court of Testing County

Remarks

Save

Return to Search

Notify

Update/Display

Include History

[Garnishment Spec Data 1](#) | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)

[Garnishment Spec Data 1](#)
[Garnishment Spec Data 2](#)
[Garnishment Spec Data 3](#)
[Garnishment Spec Data 4](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Employee ID Person ID
Company DGS Department of General Services

Garnishments

Garnishment ID 1

Chapter 13 Bankruptcy

Set ID STATE

Vendor ID 0001381581

CITY OF RICHMOND

Location MAIN

Main Location

Remit Address 1

Payee Name 01PY0504 Test Employee 4

Contact

Name

Phone

Country USA United States

Address 900 EAST BROAD STREET

ROOM 109 CITY HALL

RICHMOND, VA 23219

Edit Address

Save

Return to Search

Notify

Update/Display

Include History

[Garnishment Spec Data 1](#) | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)



Payroll Job Aid

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 1 | Garnishment Spec Data 2 | **Garnishment Spec Data 3** | Garnishment Spec Data 4 | > [New Window](#) | [Help](#) | [Personalize Page](#)

Employee ID Person ID

Company DGS Department of General Services

Garnishments | < | > | 1 of 1 | View All

Garnishment ID 1 Chapter 13 Bankruptcy

Deductions

Schedule Deduct on All Payrolls Priority 1

☒ Include Company Fee Within DE ☒ Include Payee Fee Within DE

Limitations

Start Date 11/01/2019 Stop Date

☐ Calculate Stop Date Stop Date Days

Limit Amount \$750.00 Limit Balance \$750.00

Monthly Limit Amounts

Garnishment	Payee Fee
Company Fee	

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | **Garnishment Spec Data 4** | > [New Window](#) | [Help](#) | [Personalize Page](#)

Employee ID Person ID

Company DGS Department of General Services

Garnishments | < | > | 1 of 1 | View All

Garnishment ID 1 Chapter 13 Bankruptcy

Deduct on All Payrolls Option

Deduction Calculation Routine

Deduction Calculation Routine Maximum Allowed

Frequency Monthly

Processing Fees

To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

Employee ID 4 [redacted] Person ID [redacted]
Company DGS Department of General Services

Garnishments [Search] | 1 of 1 | View All

Garnishment ID 1 Chapter 13 Bankruptcy

Deduct by Schedule Option [Search] | 1 of 1 | View All

Deduction Schedule

Pay Frequency	W	Weekly	Pay Period	First
---------------	---	--------	------------	-------

Deduction Calculation Routine ?

Deduction Calculation Routine	% DE + Amount
Disposable Earnings Percent	Flat Amount

Processing Fees

To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

Garnishment Spec Data 4 | Garnishment Spec Data 5 | **Garnishment Spec Data 6** | Garnishment Spec Data Z

Employee ID 4 [redacted] Person ID [redacted]
Company DGS Department of General Services

Garnishments ? [Search] | 1 of 1 | View All

Garnishment ID 1 Chapter 13 Bankruptcy EFT - Child Support

Assignments [Search] | 1 of 1 | View All

Law Source	VA	Virginia
Rule ID	GENERAL	General Exemption
DE Definition ID	FEDERAL	Federal Definition

Exemption Parameters ?

Exemption Percent 1	Exemption Percent 2
Exemption Percent 3	Exemption Percent 4
Exemption Hours 1	Exemption Hours 2
Exemption Amount 1	Exemption Amount 2
Exemption Amount 3	
Dependent/Exemption Count	Allowance Count
Minimum Exemption	Maximum Exemption
Amount Frequency	Monthly

Deductions Allowed in DE Calculation ?

Plan Type	Benefit Plan	Deduction Code	Deduction Class	Limit Amount	Limit Percent



Payroll Job Aid

PY381 Reviewing Garnishment Setup in Cardinal

[New Window](#) | [Help](#) | [Personalize Page](#)

Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | **Garnishment Spec Data 7**

Employee ID Person ID
Company DGS Department of General Services

Garnishments

Q

 | < < 1 of 1 > > | View All

Garnishment ID 1 Chapter 13 Bankruptcy

Proration Rule State

Proration Rule ID

Proration Override ?

Court Ordered Percent

Court Ordered Amount

Pay Mode ?

Pay Mode Pay as Deducted AP Payment Date Type Check Date

☒ Separate AP Payment

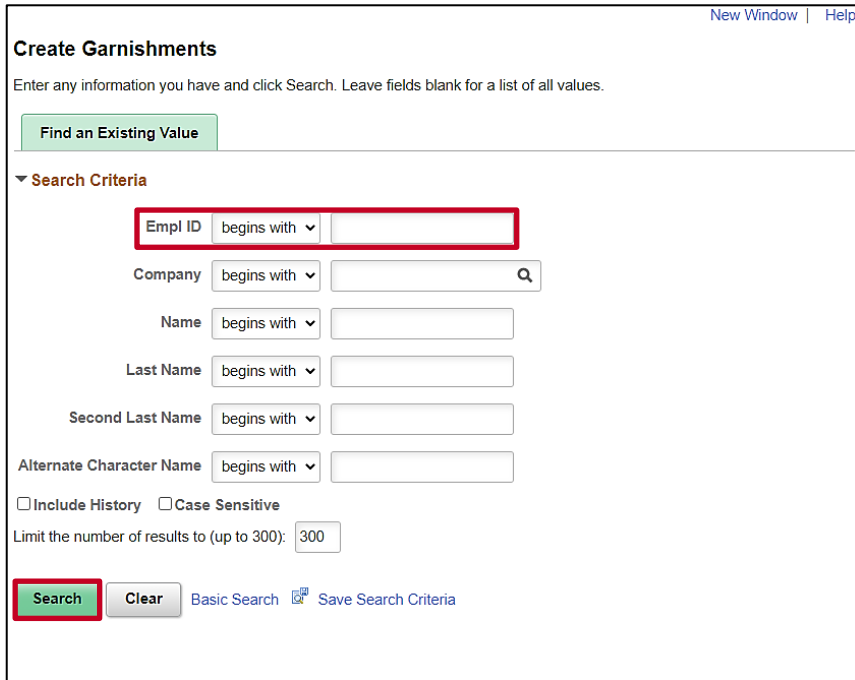
Save Return to Search Notify

Update/Display Include History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

PY381 Reviewing Garnishment Setup in Cardinal**Sample Tax Levy**

The **Create Garnishments** search page displays.



[New Window](#) | [Help](#)

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Company begins with [Q](#)

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. Enter the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

2. Click the **Search** button.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** search page refreshes.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

begins with ▼

Company

begins with ▼

Q

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

☐ Include History
 ☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

Search Results

[View All](#)

Empl ID	Name	First Name	Last Name

3. Select the appropriate **Empl ID** link within the **Search Results** section if there are multiple garnishments for the Employee ID.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** page displays.

Note: If the incorrect **Empl ID** link was selected in error, click the **Return to Search** button to return to the **Create Garnishments** search page.

[Garnishment Spec Data 1](#)
[Garnishment Spec Data 2](#)
[Garnishment Spec Data 3](#)
[Garnishment Spec Data 4](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Company DGS Department of General Services

Person ID [REDACTED]

Garnishments

1 of 1

View All

Garnishment ID 1

Status Garnishment Deduct Completed

Received On

Date	10/11/2019	Hours	12	Minutes	01
------	------------	-------	----	---------	----

Respond By

Date	11/01/2019	Hours	9	Minutes	15
------	------------	-------	---	---------	----

Garnishment Type Tax Levy
Court Document ID 1 445666
Court Name Court of Testing County
Remarks

Support Type Current Order
Court Document ID 2

[Save](#)
[Return to Search](#)
[Notify](#)

[Update/Display](#)
[Include History](#)

[Garnishment Spec Data 1](#) | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)

[Garnishment Spec Data 1](#)
[Garnishment Spec Data 2](#)
[Garnishment Spec Data 3](#)
[Garnishment Spec Data 4](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Company DGS Department of General Services

Person ID [REDACTED]

Garnishments

1 of 1

View All

Garnishment ID 1

Tax Levy

Set ID STATE

Vendor ID 0001381581

CITY OF RICHMOND

Location MAIN

Main Location

Remit Address 1

Payee Name 01PY0504 Test Employee 2

Contact

Name	Phone

Country USA United States
Address 900 EAST BROAD STREET
ROOM 109 CITY HALL
RICHMOND, VA 23219

[Edit Address](#)

[Save](#)
[Return to Search](#)
[Notify](#)

[Update/Display](#)
[Include History](#)

[Garnishment Spec Data 1](#) | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)



PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 1 Garnishment Spec Data 2 **Garnishment Spec Data 3** Garnishment Spec Data 4 >

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments 1 of 1 View All

Garnishment ID 1 Tax Levy

Deductions ?

Schedule Deduct on All Payrolls Priority 1

☐ Include Company Fee Within DE ☐ Include Payee Fee Within DE

Limitations ?

Start Date 11/25/2019 Stop Date

☐ Calculate Stop Date Stop Date Days

Limit Amount \$600.00 Limit Balance \$600.00

Monthly Limit Amounts

Garnishment	Payee Fee
Company Fee	

Garnishment Spec Data 1 Garnishment Spec Data 2 Garnishment Spec Data 3 **Garnishment Spec Data 4** >

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments 1 of 1 View All

Garnishment ID 1 Tax Levy

Deduct on All Payrolls Option

Deduction Calculation Routine ?

Deduction Calculation Routine	Maximum Allowed
Frequency	Monthly

Processing Fees

To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

[Garnishment Spec Data 4](#)
[Garnishment Spec Data 5](#)
[Garnishment Spec Data 6](#)
[Garnishment Spec Data 7](#)
[New Window](#) | [Help](#) | [Personalize Page](#)

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments [Q](#) | [1 of 1](#) | [View All](#)

Garnishment ID 1 Tax Levy

Deduct by Schedule Option [Q](#) | [1 of 1](#) | [View All](#)

Deduction Schedule

Pay Frequency W Weekly Pay Period First

Deduction Calculation Routine [?](#)

Deduction Calculation Routine % DE + Amount
Disposable Earnings Percent Flat Amount

Processing Fees

To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

Flat Amount **Deduction Percent**

To Company To Payee To Company To Payee

[Garnishment Spec Data 4](#)
[Garnishment Spec Data 5](#)
[Garnishment Spec Data 6](#)
[Garnishment Spec Data 7](#)
[New Window](#) | [Help](#) | [Personalize Page](#)

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments [?](#) [Q](#) | [1 of 1](#) | [View All](#)

Garnishment ID 1 Tax Levy EFT - Child Support

Assignments [Q](#) | [1 of 1](#) | [View All](#)

Law Source VA Virginia
Rule ID TAX LEVY State Tax Levy
DE Definition ID FEDERAL Federal Definition

Exemption Parameters [?](#)

Exemption Percent 1 Exemption Percent 2
Exemption Percent 3 Exemption Percent 4
Exemption Hours 1 Exemption Hours 2
Exemption Amount 1 Exemption Amount 2
Exemption Amount 3
Dependent/Exemption Count Allowance Count
Minimum Exemption Maximum Exemption
Amount Frequency Monthly

Deductions Allowed in DE Calculation [?](#)

[Q](#) [1-1 of 1](#) | [View All](#)

Plan Type	Benefit Plan	Deduction Code	Deduction Class	Limit Amount	Limit Percent



Payroll Job Aid

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 4

Garnishment Spec Data 5

Garnishment Spec Data 6

Garnishment Spec Data 7

New Window | Help | Personalize Page

Person ID

Company DGS Department of General Services

Garnishments

1 of 1

View All

Garnishment ID 1

Tax Levy

Proration Rule State

Proration Rule ID

Proration Override

Court Ordered Percent

Court Ordered Amount

Pay Mode

Pay as Deducted

AP Payment Date Type

Check Date

Separate AP Payment

Save

Return to Search

Notify

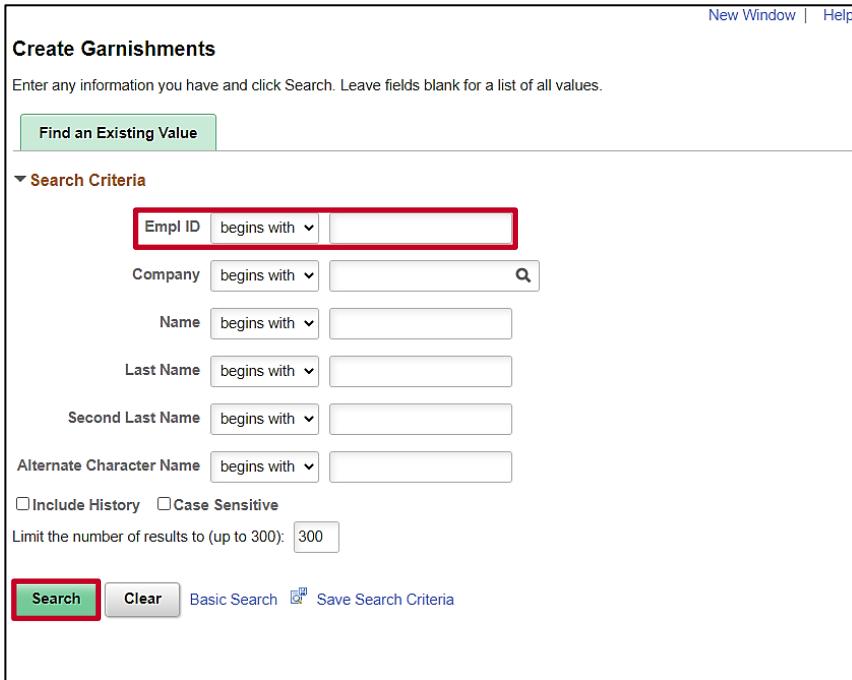
Update/Display

Include History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

PY381 Reviewing Garnishment Setup in Cardinal**Sample Writ of Garnishment**

The **Create Garnishments** search page displays.



1. Enter the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

2. Click the **Search** button.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** search page refreshes.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

begins with ▼

Company

begins with ▼

Q

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

☐ Include History
 ☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

Search Results

[View All](#)

Empl ID	Name	First Name	Last Name

- If there are multiple garnishments for the Employee ID, select the appropriate **Empl ID** link within the **Search Results** section.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** page displays.

Note: If the incorrect **Empl ID** link was selected in error, click the **Return to Search** button to return to the **Create Garnishments** search page.

[New Window](#) | [Help](#) | [Personalize Page](#)

Garnishment Spec Data 1 | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | >

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments [Q](#) | [1 of 1](#) | [View All](#)

Garnishment ID SITCM1 Status Garnishment Deduct Completed

Received On **Respond By**

Date	10/10/2019	Hours	11	Minutes	11
------	------------	-------	----	---------	----

Date	10/11/2019	Hours	11	Minutes	12
------	------------	-------	----	---------	----

Garnishment Type Writ of Garnishment Support Type Current Order

Court Document ID 1 02PY0503_EEDD Court Document ID 2

Court Name Court of GoalAmtStopped2PPDs

Remarks 02.PY.05.03 [iP](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#)

[Garnishment Spec Data 1](#) | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

[Garnishment Spec Data 1](#) | **[Garnishment Spec Data 2](#)** | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | >

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments [?](#) [Q](#) | [1 of 1](#) | [View All](#)

Garnishment ID SITCM1 Writ of Garnishment

Set ID STATE

Vendor ID 0001382079 VIRGINIA BEACH CIRCUIT COURT

Location MAIN Main Location

Remit Address 1

Payee Name 02PY0503TestEmployeeDD

Contact

Name	Phone
------	-------

Country USA United States

Address 2425 NIMMO PARKWAY
BLDG 10 3RD FLOOR
VIRGINIA BEACH, VA 23456 [Edit Address](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#)

[Garnishment Spec Data 1](#) | [Garnishment Spec Data 2](#) | [Garnishment Spec Data 3](#) | [Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)



PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 1 Garnishment Spec Data 2 **Garnishment Spec Data 3** Garnishment Spec Data 4 > [New Window](#) | [Help](#) | [Personalize Page](#)

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments [Q](#) | | | 1 of 1 | View All

Garnishment ID SITCM1 Writ of Garnishment

Deductions [?](#)

Schedule	Deduct by Schedule	Priority	1
<input checked="" type="checkbox"/> Include Company Fee Within DE		<input checked="" type="checkbox"/> Include Payee Fee Within DE	

Limitations [?](#)

Start Date	10/01/2019	Stop Date	
<input type="checkbox"/> Calculate Stop Date		Stop Date Days	
Limit Amount	\$1,001.00	Limit Balance	\$1,001.00

Monthly Limit Amounts

Garnishment	
Company Fee	Payee Fee

Garnishment Spec Data 1 Garnishment Spec Data 2 Garnishment Spec Data 3 **Garnishment Spec Data 4** > [New Window](#) | [Help](#) | [Personalize Page](#)

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments [Q](#) | | | 1 of 1 | View All

Garnishment ID SITCM1 Writ of Garnishment

Deduct on All Payrolls Option

Deduction Calculation Routine [?](#)

Deduction Calculation Routine	Maximum Allowed
Frequency	Monthly

Processing Fees

To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee



PY381 Reviewing Garnishment Setup in Cardinal

Navigation: < Garnishment Spec Data 4 **Garnishment Spec Data 5** Garnishment Spec Data 6 Garnishment Spec Data 7 New Window | Help | Personalize Page

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments

Garnishment ID SITCM1 Writ of Garnishment

Deduct by Schedule Option

1 of 2 | View All

Deduction Schedule

Pay Frequency	S	Semimonthly	Pay Period	First
---------------	---	-------------	------------	-------

Deduction Calculation Routine

Deduction Calculation Routine Maximum Allowed

Processing Fees

To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

Navigation: < Garnishment Spec Data 4 Garnishment Spec Data 5 **Garnishment Spec Data 6** Garnishment Spec Data 7 New Window | Help | Personalize Page

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments

Garnishment ID SITCM1 Writ of Garnishment EFT - Child Support

Assignments

1 of 1 | View All

Law Source	VA	Virginia
Rule ID	GENERAL	General Exemption
DE Definition ID	FEDERAL	Federal Definition

Exemption Parameters

Exemption Percent 1	Exemption Percent 2
Exemption Percent 3	Exemption Percent 4
Exemption Hours 1	Exemption Hours 2
Exemption Amount 1	Exemption Amount 2
Exemption Amount 3	
Dependent/Exemption Count	Allowance Count
Minimum Exemption	Maximum Exemption
Amount Frequency	Monthly

Deductions Allowed in DE Calculation

1-1 of 1 | View All

Plan Type	Benefit Plan	Deduction Code	Deduction Class	Limit Amount	Limit Percent



Payroll Job Aid

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 4Garnishment Spec Data 5Garnishment Spec Data 6Garnishment Spec Data 7

New WindowHelpPersonalize Page

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Garnishments

Q | | | 1 of 1 | View All

Garnishment ID SITCM1Writ of Garnishment

Proration Rule State

Proration Rule ID

Proration Override ?

Court Ordered PercentCourt Ordered Amount

Pay Mode ?

Pay Mode Pay as DeductedAP Payment Date Type Check Date

☒ Separate AP Payment

SaveReturn to SearchPrevious in ListNext in ListNotifyUpdate/DisplayInclude History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7